

Employee Self-Service

Updating Race or Ethnicity

Employees will have access within Employee Self-Service to view, add, or update a Race or Ethnic Group. An Employee will also have the ability to select a primary Race or Ethnic Group.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Important Reminders:

- Employees can choose the appropriate race or races; either, one or more than one.
- If an Employee chooses American Indian or Alaska Native as a Race, documentation of American Indian or Alaska Native heritage must be provided to the MassHR Employee Service Center (ESC) or your Agency Human Resources or Payroll Department.
- Employees of Agencies that utilize the MassHR Employee Service Center (ESC) should contact the ESC with Race or Ethnicity related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use the ESC should contact their Agency Human Resources or Payroll Department with Race or Ethnicity related questions.

Ethnicity:

Step	Action
1.	Log in to Employee Self-Service with your user ID (employee ID) and password.
2.	From the Self-Service homepage, click on the SELF SERVICE link located in the menu box.

Step	Action
3.	On the SELF SERVICE page, click on the PERSONAL INFORMATION link.
4.	Click the ETHNIC GROUPS link.
5.	Once within ETHNIC GROUPS , you have the option to select a race or ethnic group. There will be three optional questions presented, which follow Federal Guidelines set forth.
6.	<p>The first question presented asks, "Are you Hispanic or Latino?" The answers can be either "Yes" or "No." Note: If further information is needed, select the EXPLAIN link:</p> <p>Hispanic or Latino: <i>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</i></p>
7.	<p>The second question presented asks, "What is your race?" There are five racial groups defined by the federal guidelines: American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Pacific Islander; and White. Note: If further information is needed, select the EXPLAIN link:</p> <p>American Indian or Alaska Native: <i>A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. (Documentation required)</i></p> <p>Asian: <i>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</i></p> <p>Black or African American: <i>A person having origins in any of the black racial groups of Africa.</i></p> <p>Native Hawaiian or Pacific Islander: <i>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</i></p> <p>White: <i>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</i></p>
8.	<p>The third question presented asks, "Do you have a Primary Ethnic Group (Optional)?" You have the option to check your primary Race or Ethnic Group through a drop down menu:</p> <ul style="list-style-type: none"> • Hispanic or Latino • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Pacific Islander • White

Step	Action
	<p>Important Notes:</p> <ul style="list-style-type: none"> • If only one Ethnic Group is selected, it will be defaulted as the Primary Ethnic Group. • If multiple Ethnic Groups are selected in Questions 1 or 2, but the Primary Ethnic Group is NOT selected in Question 3, a warning message will indicate the following: <i>"Your data has been saved, but you have not selected a primary ethnic group, you can select one at this time or Exit."</i> Click OK to return to the Self-Service page. <ul style="list-style-type: none"> ○ If you wish to add a Primary Ethnic Group, select an Ethnic Group and click the SAVE button. ○ If you DO NOT wish to add a Primary Ethnic Group, you may navigate to another Self-Service page or Sign Out. • If a Primary Ethnic Group is selected in Question 3 that does not match an Ethnic Group selected in Questions 1 or 2, upon saving, an error message will indicate the following: <i>"Your Primary Ethnic Group is not one of the Ethnic Groups you have selected. Please review your responses and resubmit' and return to the page without saving."</i> Click OK to return to the Self-Service page in order to update the Primary Ethnic Group. <p>Please be sure to verify the information you have entered is accurate.</p>
9.	Click the Save button.
10.	Click the OK button to confirm.